



I
G
N
O
U

BLIS

**Bachelor's Degree Programme in
Library and Information Science
Revised**

**ASSIGNMENTS
For
July 2019 and January 2020 Sessions**



**Faculty of Library and Information Science
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110068**

Dates for Submission of Assignments

For July 2019 Session

31st March 2020

For January 2020 Session

30th September 2020

Where to Submit the Assignments

Kindly submit your assignments at the concerned Study Centre within the due date as mentioned above

April, 2019

© Indira Gandhi National Open University, 2019

All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from the Indira Gandhi National Open University.

Further information on Indira Gandhi National Open University courses may be obtained from the University's office at MaidanGarhi, New Delhi-110068 or Visit University's web site <http://www.ignou.ac.in>.

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi by the Director, School of Social Sciences.

Printed at:

CONTENTS

	Page No.
Instructions for Assignments.....	4
BLI-221 : Library, Information and Society	6
BLI-222 : Information Sources and Services	7
BLI-223 : Organising and Managing Information	8
BLI-224 : ICT Fundamentals	9
BLI-225 : Communication Skills	11
BLIE-226 : Management of Library and Information Centre.....	13
BLIE-227 : Document Processing Practice.....	14
BLIE-228 : Information Products and Services.....	19
BLIE-229: ICT in Libraries.....	23

INSTRUCTIONS FOR ASSIGNMENTS:

- 1) Assignments and Practicals carry 30% weightage in the continuous evaluation of a course. The Term End Examination carries 70% weightage. Hence, the marks/grade you get in your assignments and practicals will be counted in your final result. You are, therefore, advised to take assignments and practicals seriously, complete and submit them in time.

- 2) You must remember that assignments and practicals are compulsory. You will not be allowed to appear for the Term End Examination for a course if you do not submit the specified number of assignments and complete the practicals in time for that course. The validity of the assignment is ONE YEAR only. If you fail to submit your assignments before the due date of the particular session, then you have to attempt the fresh set of assignments of subsequent sessions (e.g. if a student of July 2019 session fails to submit her/his assignments till 30th March 2020, then s/he will have to attempt the fresh assignments of July 2020 session). Similarly, those who take admission in January session have to attempt the assignments of January session only. If they fail to submit their assignments before the due date of the particular session, they are supposed to attempt the fresh set of assignments of subsequent January session (e.g. if a student of January 2020 session fails to submit her/his assignments till 30th September 2020, s/he will have to attempt the fresh assignments of January 2021 session).

- 3) Write your Enrolment Number, Name, Full Address and Date of Dispatch at the top right end corner of the first page of your answer sheet.

4) Write the Programme Title/ Code, Course Title/Code, Assignment Number and Name and Code of the Study Centre on the left-hand corner of the first page of your answer sheet.

The top of the first page of your answer sheet for each assignment should be as follows:

Programme Title/Code..... Enrolment No.....

Course Title/CodeName

Assignment Number Address.....

Study Centre (Code).....

Study Centre (Name)Date.....

(Note: Candidates are required to follow this format strictly otherwise the assignments may not be evaluated.)

- 5) Your answer sheet should be complete in all respects. Make sure that you have answered all the questions in an assignment before you submit them. Incomplete answer sheets will bring you poor grades/marks.
- 6) Do not just reproduce your answers from the units. If you reproduce from units, you will get a Zero.
 - 6) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
 - 7) Typed and computer print assignments are not permissible.
 - 8) Use only foolscap size paper for you answer, ordinary writing paper, neither too thick nor too thin will do.
 - 9) Leave 3 inch margin on the left and at least 4 lines in between each answer in an assignment. This will enable your Counsellor to write useful comments at appropriate places. Write question number with each answer.
 - 10) The evaluated assignments will be returned to you by the Coordinator of your Study Centre. This will also include copies of assignment sheets containing global comments of the evaluator on your performance in the assignments. This will enable you to improve in your future assignments as well as the Term End Examinations.
 - 11) The Tutor Marked Assignments should be sent to the Coordinator of the Study Centre allotted to you.

**BLI-221: LIBRARY, INFORMATION AND SOCIETY
TUTOR MARKED ASSIGNMENT**

Coverage:

Course Code: BLI-221

Course: Library, Information and Society

Assignment Code: AST/TMA/Jul.19-Jan.20

Blocks: 1 to 4

Units: 1 to 14

Total Marks: 70

Note: Answer all questions

I) Answer the following questions in not more than 500 words each. (4x10= 40 Marks)

- 1) What is Information Society? Discuss its different perceptions. (10)
- 2) Write an essay on the Information Technology Act, 2000. (10)
- 3) Describe the activities and services of INFLIBNET. (10)
- 4) Discuss the role of IFLA in the development of LIS profession (10)

II) Answer the following questions in not more than 250 words each. (6x5= 30 Marks)

- 1 Describe the activities and products of information analysis centers. (5)
- 2) Discuss the services of a virtual library. (5)
- 3) Discuss the financial provisions in the public library acts passed in India. (5)
- 4) Discuss the issues and problems in designing an acceptable ethical code for LIS professionals. (5)
- 5) Explain the need and objectives of resource sharing. (5)
- 6) State the Five Laws of Library Science. Explain the implications of the Fifth Law (5)

**BLI-222: INFORMATION SOURCES AND SERVICES
TUTOR MARKED ASSIGNMENT**

Coverage:

Course: Information Sources and Services

Blocks: 1 to 4

Units: 1 to 14

Course Code: BLI-222

Assignment Code: AST/TMA/Jul.19-Jan.20

Total Marks: 70

Note: Answer all questions.

I) 1) Answer the following questions in not more than 500 words each. (4x10= 40 Marks)

.

- 1) Define primary periodicals. Discuss the features and types of primary periodicals. (10)
- 2) What are geographical sources of information? Explain the process involved in their evaluation. (10)
- 3) Explain the meaning and scope of 'information use studies'. Discuss with suitable examples the different categories of such studies. (10)
- 4) Discuss the need for marketing in a library. Describe the concept of marketing mix as applicable to LIS services. (10)

2) Answer the questions in 250 words each. (6x5= 30 Marks)

- 1) Discuss the categorisation of information sources as given by Bonn and Smith. (5)
- 2) What are tertiary sources of information? Give your answer with suitable examples. (5)
- 3) What do you understand by responsive information service? Enumerate its different types and explain one type in detail. (5)
- 4) Explain the role of a learned society as sources of information. (5)
- 5) Discuss the purpose of information literacy standards. (5)
- 6) Describe customer focus approach and issues related with implementation of marketing in a library set up. (5)

**BLI-223: ORGANISING AND MANAGING INFORMATION
TUTOR MARKED ASSIGNMENT**

Coverage:
**Course: Organising and Managing
Information**
Blocks: 1 to 4
Units: 1 to 14

Course Code: BLI-223

Assignment Code: AST/TMA/Jul.19 Jan.20

Total Marks: 70

Note: Answer all questions.

I) Answer the following questions in not more than 500 words each. (4X10=40 Marks)

- 1) Differentiate between idea plane, verbal plane and notational plane. Discuss the canons of idea plane giving examples.
- 2) What is CCF? Discuss the structure of a CCF record.
- 3) Define computerised indexing. Explain the methods of computerised indexing.
- 4) What is ontology? Discuss its different types

II) Answer the following questions in not more than 250 words each. (6X5=30 Marks)

- 1) What do you understand by hospitality in an array? Explain how it is achieved by classificationsits.
- 2) Define non-hierarchical relationships. How are these represented in a thesaurus?
- 3) Enumerate the role operators in PRECIS. Explain the primary operators giving examples.
- 4) Describe the five stages in the history of knowledge organisation.
- 5) What is interoperability? Discuss the methods for achieving it.
- 6) Describe the use of classification in a library and electronic environment.

**BLI-224: ICT FUNDAMENTALS
TUTOR MARKED ASSIGNMENT**

Coverage:

Course: ICT Fundamentals

Blocks: 1 to 4

Units: 1 to 16

Note: Answer all questions

Course Code: BLI-224

Assignment Code: AST/TMA/Jul.19-Jan.20

Total Marks: 35

I) Answer the following questions in not more than 250 words each. (3x5= 15 Marks)

- 1) What is convergence? Discuss some important applications of convergence. (5)
- 2) Define a multimedia system. Discuss issues related to it (5)
- 3) Explain the structure of a search tool. Enumerate its different types. (5)

II) Write short notes on the following questions in not more than 150 words each. (10x2= 20 Marks)

- 1) Cell switching (2)
- 2) RDBMS (2)
- 3) Bus topology (2)
- 4) Encryption (2)
- 5) Firewall (2)
- 6) Areas of multimedia use (2)
- 7) TCP (2)
- 8) XML (2)
- 9) Web 2.0 applications (2)
- 10) Router (2)

**BLI-224: ICT FUNDAMENTALS
PRACTICAL**

Coverage:

Course: ICT Fundamentals

Blocks: 1 to 4

Units: 1 to 16

Course Code: BLI- 224

Assignment Code: AST/PRAC/Jul.19- Jan.20

Total Marks: 35

General Instructions:

i) You are required to do the practical assignment in the Study Centre. Evaluation of the assignment will be done by the Counsellor/ Practical Supervisor.

ii) Make Screen Captures for all the answers and save them in one file. The Counsellor/Practical Supervisor will evaluate these screen captures and give marks accordingly.

iii) All questions are compulsory

- 1) Prepare a one page of your resume using LibreOffice Writer with a table for qualifications and experience. Table must be embedded in the document. Table must centre aligned in the text with the content left justified. Top row text must be in a bold face and use colours and shading in the row to distinguish it from other rows. (15)
- 2) Prepare a presentation on a topic of your interest using LibreOffice Impress. The presentation must have atleast 4 slides with a title slide. In the second slide a bulleted list is to be provided. In the third slide insert an image with text description. In the final slide insert a table. Use animation schemes for header and the text and transition effects in each slide. (10)
- 3) Create a file in LibreOffice Calc showing marks of students obtained in a semester with separate columns for assignments and semester end exam. Sort the file alphabetically and ascending order of marks. Add a bar chart representing the data. (10)

**BLI-225: COMMUNICATION SKILLS
TUTOR MARKED ASSIGNMENT**

Coverage:
Course: Communication Skills
Blocks: 1 to 5
Units: 1to18

Course Code: BLI-225
Assignment Code: AST-1/TMA/ Jul.19- Jan.20

Total Marks: 70

Note: Answer all questions.

1) Read the passage carefully and answer the questions given below. **(2X10= 20 Marks)**

From the island of Rameswaram, what a great journey it's been! Looking back it all seems quite incredible. What was it that made it possible? Hard work? Ambition? Many things come to my mind. I feel the most important thing was that I always assessed my worth by the value of my contribution. The fundamental thing is that you must know that you deserve the good things of life, the benefits that God bestows. Unless our students and young believe that they are worthy of being citizens of a developed India, how will they ever be responsible and enlightened citizens? There is nothing mysterious about the abundance in developed nations. The historic fact is that the people of these nations – the G8 as they are called – believed over many generations that they must live a good life in a strong and prosperous nation. The reality became aligned with their aspirations.

I do not think the abundance and spirituality are mutually exclusive or that it is wrong to desire material things. For instance, while I personally cherish a life with minimum of possessions, I admire abundance, for it brings along with it security and confidence, and these eventually help preserve our freedom. Nature too does not do anything by half measures, you will see if you look around you. Go to a garden. In season, there is a profusion of flowers. Or look up. The universe stretches into infinitude, vast beyond belief.

All that we see in the world is an embodiment of energy. We are a part of the cosmic energy too. Therefore, when we begin to appreciate that spirit and matter are both part of existence, are in harmony with each other, we shall realize that it is wrong to feel that it is somehow shameful or non-spiritual to desire material things.

Yet, this is what we are often led to believe. Certainly there is nothing wrong with an attitude of making do with the minimum, in leading a life of asceticism. Mahatma Gandhi led such a life; but in his case as in yours it has to be a matter of choice. You follow such a lifestyle because it answers a need that arises from deep within you. However, making a virtue of sacrifice and what is forced upon you – to celebrate suffering – is a different thing altogether. This was the basis of my decision to contact our young. To know their dreams and tell them that it is perfectly all right to dream of a good life, an abundant life, a life full of pleasures and comforts, and work for that golden era. Whatever you do must come from the heart, express your spirit, and thereby you will also spread love and joy around you.

- i) Why does Prof. Kalam think his journey has been incredible? (2)
- ii) What according to Prof. Kalam made this incredible journey possible? (2)
- iii) "There is nothing mysterious about the abundance in developed nation". Discuss this line in the context of the views of Prof. Kalam in this passage. (2)
- iv) What is the message that Prof. Kalam's gives to the youth? (2)
- v) Give a title to the passage. (2)

1.1) Pick out the words from the text which mean the same as the following: (1x10)

hard to believe	essential	gives
plenty	successful	associated
abundance	having no limit	simplicity
the vast energy of the universe		

2) Fill in the blanks using correct words given in the blanks. (10)

The importance of communication skills..... (**cannot/ can**) be underestimated. It..... (**have/has**) been known, that long before when language..... (**is/was**) yet to be invented, people used hand gestures, body language etc to converse..... (**to / with**) one another. Good communication skills..... (**is /are**) necessary in all walks of life. The lack of effective communication skills..... (**has/ have**) a negative impact on the personal as well as professional life of a person. Good communication skills..... (**is / are**) a prerequisite for professionals, in all walks of life. For example: Ineffective communication, rather than incompetence, precludes the doctor from conveying to the patient that the former..... (**has /had**) the best interests of the patient in mind. For instance, a doctor..... (**may /should**) be knowledgeable and may have considerable expertise in his area of work. However, a patient may feel neglected or ignored if the doctor..... (**is / are**) not particularly good at communicating.

3) Complete the following telephonic conversation with suitable responses: (10)

a) Good morning! May I know the date of your next visit to _____? I shall be _____

b) Hello Miss.Liying, is the Super market _____? Yes, the super market is _____

c). How far is Wokha from _____? Well, it is about _____

d). Is Samir interested to _____? He said, _____

e). Hello Dr.Anjum, will you be able to _____? Mr.Motsu, I shall be _____

4) Prepare a presentation with at least five slides on any one of the following topics. (10)

- a) Methods of writing
- b) Presentation skills
- c) Resume

5) Write on any two of the given topics in about 100 words. (10)

- a) Social Skills
- b) Body Language
- c) Preparing your Portfolio

6) Write a letter to your college principal requesting for providing online library services. (10)

**BLIE-226: Management of Library and Information Centre
Assignment**

Coverage:
**Course: Management of
Library and Information Centre**

Course Code: BLIE-226

Assignment Code: AST/TMA/Jul.19-Jan.20

**Blocks: 1 to 4
Units: 1 to 15**

Total Marks: 70

Note: Answer all questions

I) Answer the following questions in not more than 500 words each. (4X10=40 Marks)

- 1) How do users judge quality of libraries? Discuss the benefits of 'quality' in library services and functions. (10)
- 2) Stock verification in libraries is a 'necessary evil'. Discuss the statement highlighting advantages and disadvantages of library stock verification. (10)
- 3) Discuss the characteristics of service oriented and not-for-profit organisations in the context of financial management of libraries. (10)
- 4) Discuss the different types of tools used for selection of print and non-print materials in a library. Support the answer with suitable examples. (10)

II) Answer the following questions in not more than 250 words each. (6X5=30 Marks)

- 1) Elaborate the internal causes for deterioration of print documents in libraries. (5)
- 2) State the reasons and importance of keeping financial records in a library. (5)
- 3) Describe the need and advantages of a budgetary control system. (5)
- 4) Why employees resist change? (5)
- 5) Explain the need for induction and deployment in libraries. (5)
- 6) What do you understand by digital preservation? (5)

**BLIE-227: DOCUMENT PROCESSING PRACTICE
TUTOR MARKED ASSIGNMENT**

Coverage:

Course Code: BLIE-227

Course: Document Processing Practice Assignment Code: AST/TMA/ Jul.19 - Jan.20

Blocks: 1 to 3

Units: 1 to 14

Total Marks: 70

Part 1: Classification Practice: DDC 19th Edition

Note:

- I) Furnish your answers in the space provided against each title in the tabular format suggested below. II) Classify all the titles given below. Each question carries 7 marks (3 marks for the class number and 4 marks for the analysis). III) The Class Numbers assigned should be as specific as possible and also provide the detail analysis of the construction of the class number. IV) Copies of 19th edition of Dewey Decimal Classification are available for your use at the Study Centre. They are to be returned after use.

Sl. No	Title to be Classified	Class Number Assigned	Digit by digit analysis of the Class Number
1.	Directory of Agricultural Libraries in South India		
2.	Home Remedies for Stomach Disorders in Children		
3.	Occurrence of Sanskrit Words in Tamil		
4.	Copyright Law in France		
5.	Computers for Layman		

Part 2: Cataloguing Practice

- I) Catalogue the titles as per AACR-2R and MARC 21. In the case of AACR- 2R all added entries are to be provided.
- II) II) The answers are to be worked out on paper only, marking out 5" X 3" cards in the case of AACR- 2R and in the tabular format for MARC 21 as suggested below.
- III) III) Each question carries 7 marks (4 marks for the AACR- 2R and 3 marks for the MARC entry).
- IV) IV) Copies of Sears List of Subject Headings are available to for your use at the Study Centre. They are to be returned after use.

Format for AACR-2R Cards:

Format for MARC 21:

Tag	Indicator	Description	Subfield	Data

Title 1:

Alcohol and Wine in Health and Disease

DIPAK K DAS
AND
FULVIO URSINI

NEW YORK
NEW YORK ACADEMY OF SCIENCES
2002

OTHER INFORMATION:

CALL NO.	615-782821 DAS
ACC NO.	54332
PAGES	xiii, 350 p
SIZE	24 cm
ISBN	1573313769

Title 2:

Buddhism in India
Challenging Brahmanism
and Caste

BY
GAIL OMVEDT
ROWENA ROBINSON
BHIKKHU BODHI

UNIVERSITY EDITION

VISTAAR PUBLICATION
NEW DELHI

2005

OTHER INFORMATION:

CALL NO. Q4. 44 PO5
ACCESSION. NO. 4008
SERIES: The Sacred Literature Series. No. 2

Title 3:

Keynes and Public Policy

Edited by

Omar F. Hamonda

John V. Smithin

Volume 1 : Economics and Policy

Volume 2 : Theories and Method

New York
University Press

1987

OTHER INFORMATION:

CALL NO. 330.156 KEY
ACC NO. 9461-2
SIZE 24 cm
ISBN 0-8147-2444-8

Title 4:

MEGHALAYA ADMINISTRATIVE ATLAS

Office of the Registrar General, India

Technical direction, R.P.Singh
General Direction, Devender Kumar Sikri

Delhi

Controller of Publications

2005

OTHER INFORMATION:

CALL NO.	929.354164
ACC NO.	76567
PAGES	x, 184 p.
SIZE	30 cm

Title 5:

JOURNAL OF MARKETING AND ECONOMIC RESEARCH

Vol. 21, No. 1, January 1989

MARKETING AND ECONOMIC RESEARCH BUREAU

NEW DELHI

OTHER INFORMATION:

CLASS NUMBER	685.8005
FIRST PUBLISHED	1969
FREQUENCY	4 ISSUES PER YEAR
HOLDINGS	Library has volumes 10- 15
ISSN	0045-4559

**BLIE-228: INFORMATION PRODUCTS AND SERVICES
TUTOR MARKED ASSIGNMENT**

Coverage:

Course Code: BLIE-228

Course: Information Products and Services

Assignment Code: AST/TMA/Jul.19-Jan.20

Blocks: 1 to 4

Units: 1 to 13

Total Marks: 70

Part-1

Note: Answer all questions.

1) Answer the following questions in 250 words each. (3X5=15 Marks)

- 1) What do you understand by SDI service? Explain with examples the two basic components of SDI service. (5)
- 2) Differentiate between library, information center and information analysis center. (5)
- 3) Describe the document delivery service provided by NISCAIR and INFLIBNET center. (5)

2) Answer the following questions in 150 words each. (5X4=20 Marks)

- 1) Explain the different methods of arranging entries in an ad hoc bibliography. (4)
- 2) How will you organise newspaper clipping service in your library? (4)
- 3) Define Reviews. Describe the different categories of Reviews. (4)
- 4) Describe the emerging new trends in electronic document delivery service. (4)
- 5) Explain the features of collaborative tools. (4)

Part-2

1) Arrange the following given bibliographical information using the 7th edition of MLA standard. (5X3=15 Marks)

1.1) Book

First Editor	Pamela Davies
Second Editor	Peter Francis
Title	Victims Crime & Society
Sub Title	An Introduction
Publisher	Sage Publishing
Year of Publication	2017
Place of Publication	India
Type of Publication	Print
Other Information	ISBN 9781446255902

1.2 Periodical Article

First Author	<u>Sara L. Rynes</u>
Second Author	<u>Amy E. Colbert</u>
Third Author	<u>Ernest H. O'Boyle</u>
Name of the Periodical	Journal of Management
Title of the Article	When the "Best Available Evidence" Doesn't Win: How Doubts About Science and Scientists Threaten the Future of Evidence-Based Management
Volume Number	44
Issue Number	8
Year of Publication	2018
Pages	2995-3010
Type of Publication	Print

1.3 Online Newspaper Article

Name of the Newspaper	The Hindustan Times
Date of the Publication	17/10/2018
Date of Retrieving/Accessing	17/10/2018
Author	Manmohan Vaidya
Title of the Newspaper Clipping	The RSS is a modern cultural force
Web Address	http://paper.hindustantimes.com/epaper/viewer.aspx
Type of Publication	Web

1.4 Chapter in a Book

First Editor	Stephen Edgell
Second Editor	Heidi Gottfried
Third Editor	Edward Granter
Title of the Book	The Sage Handbook of the Sociology of Work and Employment
Publisher	SagePublishing
Year of Publication	2015
Place of Publication	London
Title of the Chapter	Global Labour Politics in the 21 st Century
Sub Title of the Chapter	Organising in Informal and Precarious Jobs
Author of the Chapter	Jennifer Jihye Chun
Joint Author of the Chapter	Rina Agarwala
Pages of the Chapter	623-645
Type of Publication	Print

1.5 Government Publication

Author	Government of India, Ministry of Chemical and Fertilizers
Title	Bhopal Leak Disaster Scheme-1985
Publisher	Government of India
Place of Publication	New Delhi
Year of Publication	2015
Type of Publication	Print

2) Prepare an indicative abstract of the below mentioned text in not more than 50 words. (5)

User Groups and Types of IAC Products

Users of IAC products can be broadly categorized into six groups. Not only information requirements of each user group differ from each other, within each group different types of IAC products are needed by the users depending upon the area of their work as well as stage of that work. Even if similar type of IAC product carrying the same message e.g. creating awareness of a new technology useful for all level of users or a breakthrough in cure of some chronic disease, is to be prepared for different groups of users, the level of treatment of the subject, technical details covered, media and format of the product will be different for each group, though the message conveyed may be the same. The aspect which is equally important to be considered while preparing an IAC product is the communication aspect. The communication is a process by which information is transferred through a given channel (or channels) from a source or a sender to a destination or recipient. The process can be in both directions involving feedback from the recipient. There are many types of communication processes (instituted for specific purposes, audiences, times, circumstances etc) such as mass communication, scientific and technical communication, interpersonal communication, teaching, advertising etc Diffusion is a specific type of communication of a special interest in the context of consolidated information. Diffusion is a communication process by which a new idea or an innovation spreads among the members of a social system (or among a defined social group). The process of diffusion is a type of decision making process, which passes through various stages, and each stage has different characteristics and may require different type of consolidated information and different communication channels. According to Roger (1962, 1971), the process of diffusion of information and associated decision making involves five stages viz. i) awareness, ii) interest/knowledge, iii) attitude formation, iv) trial/decision, and v) adoption/confirmation. Let us study what each stage mean. Awareness: An individual (or group) is exposed to an idea or innovation. Interest/knowledge: The individual (or group) becomes interested in the new idea or activity and seeks additional information so an attitude towards it can be formed. Attitude formation: The individual (or group) forms a favourable or unfavourable attitude towards the idea or innovation and assesses it in terms of his own or anticipated future situation. Trial/Decision: The individual (or group) seeks information for testing and trying the idea or innovation. Adoption/Confirmation: The individual (or group) decides to continue full use of idea or innovation. The type of IAC product for a user (or user group) will depend upon user's needs for that stage. As users proceed through the diffusion stages (from awareness to confirmation), information requirements become more specific and IAC products become more specific and even more personal. More specific products can serve less specific needs but not the reverse. For instance, an IAC product directed towards attitude formation can also serve as an awareness product but not vice versa. Table 2 provides examples of IAC products as they are appropriate for a number of different types of user organizations and as they relate to five stages in the diffusion of ideas or innovations.

3) Prepare newspaper clipping service. Select any one newspaper and browse the newspaper for the last seven days or any 7 consecutive days. (3X5=15 Marks)

Select the news items covering the themes such as:

1. Accidents (All types)
2. India's Neighbours
3. Indian Banks

Cut the news items on the above mentioned themes and paste each of them on a separate sheet of paper (A4 Size paper). Give broad class numbers to all the clippings using DDC 19th edition. Arrange the clippings according to date wise and class number wise and put them in a file cover.

**BLIE-229: ICT IN LIBRARIES
TUTOR MARKED ASSIGNMENT**

Coverage:

Course: ICT Fundamentals

Blocks: 1 to 2

Units: 1 to 8

Note: Answer all questions

Course Code: BLI-229

Assignment Code: AST/TMA/Jul.19-Jan.20

Total Marks: 35

II) Answer the following questions in not more than 250 words each. (3x5= 15 Marks)

- 1) What is freeware ILSS? Describe some of these. (5)
- 2) Explain the workflow of automated serials control systems. (5)
- 3) Describe in brief the features of National Digital Library. (5)

III) Write short notes on the following questions in not more than 150 words each. (10x2= 20 Marks)

IV)

- 1) Audio/ Video Streaming (2)
- 2) Steps in DSpace installation (2)
- 3) 5th Generation ILS (2)
- 4) OSS packages (2)
- 5) LAMP architecture (2)
- 6) Parameters for evaluation of commercial ILSS (2)
- 7) Cloud based library automation (2)
- 8) Components of RFP (2)
- 9) Greenstone user interface (2)
- 10) Steps in library automation (2)

**BLIE-229: ICT IN LIBRARIES
PRACTICAL ASSIGNMENT**

Coverage:

Course: ICT in Libraries

Blocks: 1 to 2

Units:-1 to 8

Course Code: BLIE- 229

Assignment Code: AST/PRAC/Jul.19-Jan.20

Total Marks: 35

General Instructions:

- i. You are required to do the practical assignment in the Study Centre. Evaluation of the assignment will be done by the Counsellor/ Practical Supervisor.
- ii. Make Screen Captures for all the answers and save them in one file. The Counsellor/Practical Supervisor will evaluate these screen captures and give marks accordingly.
- iii. All questions are compulsory.

D) In Koha do the following activities:

- a. Create 2 vendors with full details.
- b. Place order for around 4 titles.
- c. Enter the data of these 4 titles in the cataloguing module.
- d. Create 4 patrons with required details.
- e. Check out 2 books to one of the patrons. (20)

II) Install GSDL software, upload around ten documents comprising pdf, doc, ppt files. Enter the detail metadata for each document and publish the collection for a CD. (15)